

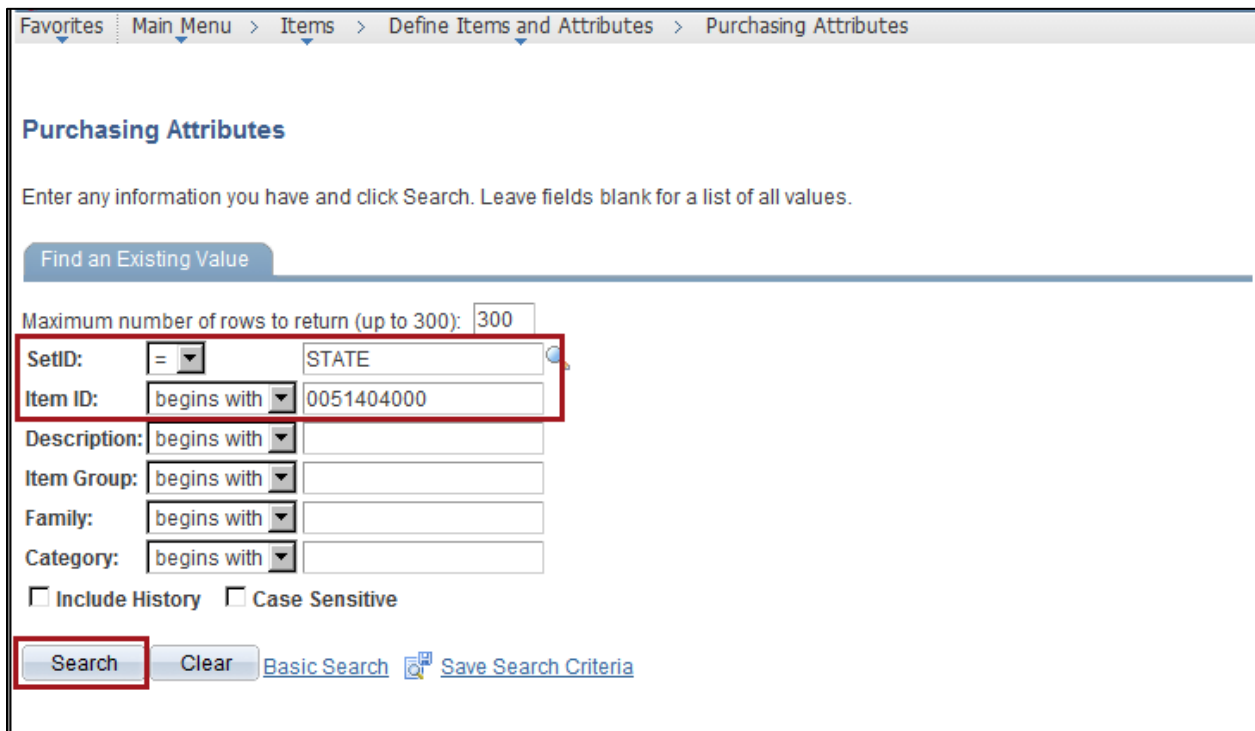
About Vendor Item Relationship

When creating a procurement contract, the selected vendor must be related to the line item(s) found on the contract. This is done automatically when the selected vendor is awarded a contract from a sourcing event. Although, when creating an ad-hoc contract, the vendor/item relationship must be created following the steps below.

To Establish/Create a Vendor Item Relationship:

- 1 Navigate using the following path:

Main Menu > Items > Define Items and Attributes > Purchasing Attributes



- 2 The **Purchasing Attributes** search page displays. The **SetID** defaults to **STATE**. Do not change it.
- 3 Enter **Item ID**. You can use the other fields to search for the ID if necessary.
- 4 Click the **Search** button.

Vendor Item Relationship

[Favorites](#) | [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Purchasing Attributes](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | **Item Vendor**

SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA
 Description: ABRASIVES, PLASTONE
 PO Available Date: 01/01/1900
 Unavailable:
 Standard Price: 169.00000 EA
 Last PO Price: 169.00000
 *Currency: USD Dollar
 Lead Time Days:
 *Long Description: ABRASIVES, PLASTONE ABRASIVES, PLASTONE
 *Item Descr: ABRASIVES, PLASTONE ABRASIVES,
 Category: 0051404
 Model:
 Asset Profile ID:
 Ultimate Use Code:
 Physical Nature: Goods
 Primary Buyer:
 Associated Picture
 File Name:
 File Extension:
 Chartfields
 *Account 5013540 Task
 Item Specifications Packing Details
 VAT Default VAT Service Treatment Setup
 Save Return to Search Notify Update/Display Include History
 Purchasing Attributes | Purchasing Controls | Item Vendor

5 The **Purchasing Attributes** page displays for the item number you entered.

6 Click on the **Item Vendor** Tab.

Vendor Item Relationship

[Favorites](#) | [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Purchasing Attributes](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA
 Description: ABRASIVES, PLASTONE

[Vendor Priorities](#)

Item Vendor Find | View All | First | 1 of 7 | **Last**

*Vendor SetID: STATE [Vendor Lookup](#) *Status: Active + -
 *Vendor ID: 0000034153 [E & M Auto Paint & Supply Corp](#) *Priority: 1
 Allocation %: 0 ☒ Include in Planning
 Vendor's Catalog:
 Vendor Item ID:
 Item Extension:
 Description: [Print](#) [Copy](#)

[Associated Picture](#)

Vendor Attributes Find | View All | First | 1 of 1 | Last

*Price Loc: MAIN [Price Loc](#) ☒ Accept Any UOM
 *Price Date: PO [Price Date](#) ☒ Accept Any Ship To
 *Price Qty: Line Quantity [Price Qty](#) ☒ Price Can Be Changed on Order
 Origin Country: [Origin Country](#) ☒ Use Item Standard Lead Time
 Region of Origin: [Region of Origin](#) Lead Time Days:
[Item Vendor UOM](#) [Vendor Item MFG](#)
[Return to Vendor Fees](#) [Item Vendor Contracts](#)

[Order Multiples](#)
☐ Check Order Multiples
[Rounding Rule](#)
☒ Natural Round
☐ Round Up

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

7 Click the **Last** link on the **Item Vendor** header section of the page.

Vendor Item Relationship


[Favorites](#) | [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Purchasing Attributes](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA
 Description: ABRASIVES, PLASTONE






▶ Vendor Priorities

Item Vendor Find | View All First 7 of 7 Last

*Vendor SetID: STATE [Vendor Lookup](#) *Status: Active + -
 *Vendor ID: 0000052762 [AIR FILTERS INC](#) *Priority: 9
 Allocation %: 0 ☒ Include in Planning
 Vendor's Catalog:
 Vendor Item ID:
 Item Extension:
 Description: 

▶ Associated Picture

▼ Vendor Attributes Find | View All First 1 of 1 Last

*Price Loc: MAIN [MAIN](#)  ☒ Accept Any UOM
 *Price Date: PO  ☒ Accept Any Ship To
 *Price Qty: Line Quantity  ☒ Price Can Be Changed on Order
 Origin Country:  ☒ Use Item Standard Lead Time
 Region of Origin:  Lead Time Days:
[Item Vendor UOM](#) [Vendor Item MFG](#)
[Return to Vendor Fees](#) [Item Vendor Contracts](#)

Order Multiples
☐ Check Order Multiples
 Rounding Rule
☒ Natural Round
☐ Round Up

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

- 8 Click the “+” sign in the upper right in the **Item Vendor** section.

Vendor Item Relationship

[Favorites](#) | [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Purchasing Attributes](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA
 Description: ABRASIVES, PLASTONE

▶ **Vendor Priorities**

Item Vendor Find | View All | First 8 of 8 | Last

*Vendor SetID: STATE [Vendor Lookup](#) *Status: Active + -
 *Vendor ID: 0000041681 [Media Partners Corp](#) *Priority: 10
 Allocation %: 0 ☒ Include in Planning
 Vendor's Catalog:
 Vendor Item ID:
 Item Extension:
 Description: + -

▶ **Associated Picture**

▼ **Vendor Attributes** Find | View All | First 1 of 1 | Last

*Price Loc: MAIN [Price Loc](#) ☒ Accept Any UOM
 *Price Date: PO [Price Date](#) ☒ Accept Any Ship To
 *Price Qty: Line Quantity [Price Qty](#) ☒ Price Can Be Changed on Order
 Origin Country: [Origin Country](#) ☒ Use Item Standard Lead Time
 Region of Origin: [Region of Origin](#) Lead Time Days:
[Item Vendor UOM](#) [Vendor Item MFG](#)
[Return to Vendor Fees](#) [Item Vendor Contracts](#)

Order Multiples
☐ Check Order Multiples
Rounding Rule
☒ Natural Round
☐ Round Up

Save Return to Search Notify Update/Display Include History

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

- 9 Verify the **Vendor SetID** is set to **STATE**.
- 10 Enter the **Vendor ID**.
- 11 Click the **Item Vendor UOM** hyperlink.


Vendor Item Relationship

[Favorites](#) | [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Purchasing Attributes](#)
[New Window](#)

Vendor's UOM and Pricing Information

SetID: STATE Item ID: 0051404000 ABRASIVES, PLASTONE
 Vendor: 0000041681 Media Partners Corp Location: MAIN

Unit Of Measure

*UOM: EA  Each
 Minimum Quantity: 1.0000
 Maximum Quantity: 0.0000

☒ Default
[Packing Details](#)
[Effective Dated UOM](#)
[Update PO](#)

Order Quantity Multiple:

Conversion to Item Base UOM

*Rate Type: Standard
 Std UOM Rate:

*Qty Precision: Decimal

Rounding Rule

☒ Natural Round
☐ Round Up

UOM Price Attributes

*Effective Date: 08/14/2013
 *Status: Active
 *Minimum Quantity: 1.0000
 Qty Rcvd Tolerance %: 0.00

*Currency Code: USD
 Vendor Price: 169.00000
 Standard Price Update Status: No Update
 BU Price Update Status: No Update

[Matching Controls](#)

- 12 Enter **UOM**. For this scenario enter **EA**.
- 13 Enter **Minimum Quantity**. For this scenario enter **1**.
- 14 Change **Qty Precision** to **Decimal**.

NOTE: If you have a **Qty Received Tolerance**, then you will need to fill in this % as well. This will be the value that will default to your Requisition or PO.

- 15 Click the **OK** button.

Vendor Item Relationship

[Favorites](#) | [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Purchasing Attributes](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA
 Description: ABRASIVES, PLASTONE

▶ **Vendor Priorities**

Item Vendor Find | View All | First 8 of 8 | Last

*Vendor SetID: STATE [Vendor Lookup](#) *Status: Active + -
 *Vendor ID: 0000041681 [Media Partners Corp](#) *Priority: 10
 Allocation %: 0 ☒ Include in Planning
 Vendor's Catalog:
 Vendor Item ID:
 Item Extension:
 Description: + -

▶ **Associated Picture**

▼ **Vendor Attributes** Find | View All | First 1 of 1 | Last

*Price Loc: MAIN [Item Vendor UOM](#) ☒ Accept Any UOM
 *Price Date: PO [Return to Vendor Fees](#) ☒ Accept Any Ship To
 *Price Qty: Line Quantity [Vendor Item MFG](#) ☒ Price Can Be Changed on Order
 Origin Country: [Item Vendor Contracts](#) ☒ Use Item Standard Lead Time
 Region of Origin: Lead Time Days:

Order Multiples
☐ Check Order Multiples
Rounding Rule
☒ Natural Round
☐ Round Up

Save Return to Search Notify Update/Display Include History

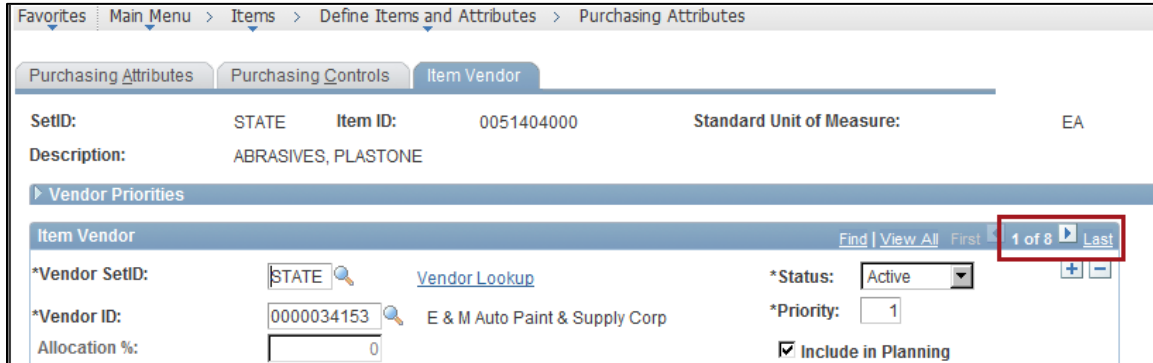
[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

16 Click **Save**. The Item/Vendor Relationship is established.

Vendor Item Relationship

NOTE: If you receive an error that there is an issue with the Vendor Priority Option, change the Priority to the next highest number of the total number Vendor's assigned to the Item.

For Example:



Item Vendor

*Vendor SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA

Description: ABRASIVES, PLASTONE

Vendor Priorities

Item Vendor

*Vendor SetID: STATE Vendor Lookup

*Vendor ID: 0000034153 E & M Auto Paint & Supply Corp

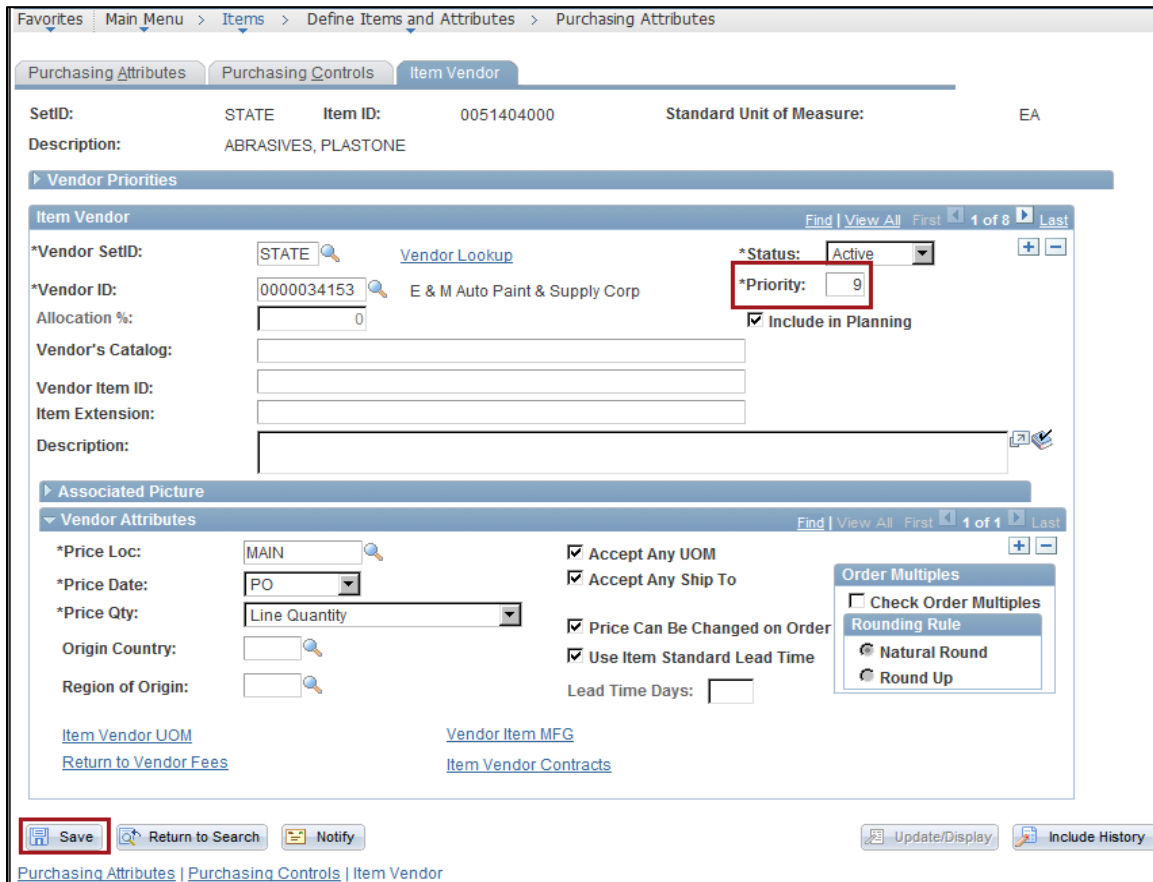
Allocation %: 0

*Status: Active

*Priority: 1

☒ Include in Planning

1 The above item has 1 of 8.



Item Vendor

*Vendor SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA

Description: ABRASIVES, PLASTONE

Vendor Priorities

Item Vendor

*Vendor SetID: STATE Vendor Lookup

*Vendor ID: 0000034153 E & M Auto Paint & Supply Corp

Allocation %: 0

*Status: Active

*Priority: 9

☒ Include in Planning

Vendor's Catalog:

Vendor Item ID:

Item Extension:

Description:

Associated Picture

Vendor Attributes

*Price Loc: MAIN

*Price Date: PO

*Price Qty: Line Quantity

Origin Country:

Region of Origin:

☒ Accept Any UOM

☒ Accept Any Ship To

☒ Price Can Be Changed on Order

☒ Use Item Standard Lead Time

Lead Time Days:

Order Multiples

☐ Check Order Multiples

Rounding Rule

☒ Natural Round

☐ Round Up

Item Vendor UOM

Return to Vendor Fees

Vendor Item MFG

Item Vendor Contracts

Save

Return to Search

Notify

Update/Display

Include History

2 Change the **Priority** number to 9.

3 Click the **Save** button.